

Bookkeeper/Accounts Payable Specialist

This position will provide financial, administrative and clerical support to Prime Diagnostic Imaging and its affiliates. This involves completing payments and controlling expenses, processing, verifying and reconciling invoices, managing company books, and more. The ideal candidate will have experience managing day-to-day payment cycle activities in an efficient and timely manner.

Duties and Responsibilities:

- Keep track of all payments and expenditures including purchase orders, invoices, statements, etc.
- Reconcile processed work by verifying entries and comparing reports to balances
- Maintain historical finance records
- Verify employee expense reports and manage reimbursement
- Pay vendors by scheduling pay checks and ensuring payment is received for outstanding credit, and generally respond to vendor inquiries regarding finance
- Prepare analyses of accounts and produce reports
- Manage supply inventory and place orders as needed to ensure office supplies are always well stocked
- Manage and continuously improve company budget
- Additional projects as assigned

Job Qualifications:

- Bachelor's degree in Finance, Business or Accounting preferred but not required
- Minimum 4 years of experience in an Accounts Payable for similar role
- Excellent attention to detail and data entry skills
- Experience with inventory management a plus
- Strong organizational ability
- Ability to consistently meet deadlines
- Proficiency in Microsoft Office, particularly Excel
- Proficiency in QuickBooks
- High degree of professionalism and communication skills